

21-113

EO 6-3451

17 October 1956

MEMORANDUM FOR: Director of Training
FROM : Chief, Finance Division
SUBJECT : Finance Training for Administrative Type Personnel

1. It has recently come to our attention that dissatisfaction has been expressed with the results of "training" afforded administrative assistants who handle station funds and accounts. In view of the indication of renewal of emphasis on training for administrative assistants who will handle finance matters at small (Class B) Stations, it appears appropriate that consideration be given to providing formalized courses of instruction for such personnel.

2. The facilities of Finance Division have, in the past, been made available to administrative-type personnel who are in process of assignment to positions where they will assume responsibility for station funds and accounts, in order that such persons may have the advantage of actual on-the-job type experience related to their proposed responsibilities. This action was taken in response to requests of operating elements for assistance in providing specific coverage for administrative assistants who will handle station funds, Class B financial records and reports.

3. It is now becoming increasingly evident that the need for special and directed attention to the training for administrative employees who are to assume responsibility for station funds and accounts is such that formal training programs should be developed to meet their needs. Such programs, should be specifically designed to provide a desirable degree of competence in financial and budgetary affairs in those individuals who are to be charged with responsibility for station funds, accounts and financial reports at Class B Stations.

4. In line with the above, it is recommended that the Office of Training develop a training program for employees who are to be assigned to positions in Class B Stations where they will assume responsibility for funds, financial records, and reports and that such program be made a pre-requisite to the assignment of all personnel to such positions.

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5. We shall be glad to offer such suggestions or otherwise assist in the development of the program by making available facilities and materials of Finance Division to the extent desired. In this connection, however, we feel that the program should be conducted by the Office of Training in its own facilities and not by Finance Division.

Chief, Finance Division

25X1

CONCUR:

25X1

Acting Comptroller

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TITLE: Class B Station Admin. Officer Training for Finance Responsibilities

OBJECTIVES: To train junior administrative personnel who will assume responsibility for rendering financial reports and maintaining financial records at small stations where a trained Finance Officer is not assigned. Through lectures and an actual examination of accountings from the post to which the employee is assigned familiarity with both general procedures and actual problems is obtained.

PREREQUISITES: Top Secret Clearance
Contemplated assignment to a specified Class B Station or base overseas.

ENROLLMENT: 5 to 10

DURATION: Two weeks (80 hours)

LOCATION: Headquarters

Reouted to

1. DTR
2. DDTR
3. C/IS (orig)

1-3 Bob 7. see me on
this & other matters
soon.

MB

30 OCT 1956

C/IS preparing reply.
(signature)